

**HUMAN SERVICES COMMITTEE**  
**MARTINI, FRAZIER, BASILE, BROCKWAY, OLIVER**  
**June 22, 2021 @ 1:00 pm**

This meeting was streamed on Facebook Live and recorded.

Please note the meeting attendance as follows:

Present in person at the Otsego County Office Building Board Chambers,  
197 Main Street, Cooperstown, NY 13326:

Representative Adrienne Martini, Chair

Samantha Augur, Secretary to the Commissioner

Present remotely via video conference:

Representative Ed Frazier

Representative Jill Basile – entered at 1:06 pm

Representative Richard Brockway

Representative Clark Oliver

Commissioner Eve Bouboulis

Director Mary Jane Waters

Director Janet Elliott

Director Lisa Grampp

Principal Social Welfare Examiner Deborah Finger

Fiscal Supervisor Cheryl Sparks

County Treasurer Alan Ruffles

**RESOLUTION**

Renew contract with Opportunities for Otsego for TANF Non-Residential Domestic Violence Services not to exceed \$25,000 for term April 1, 2020 – March 31, 2021. Representative Oliver motioned to approve. Representative Brockway seconded the motion. Total: 2,036; Aye: 1,697, absent Basile: 339; motion carried.

**FISCAL**

Preliminary Expenditure Reports for April 2021 were presented as follows: Welfare Administration: 20.31%; Records Management: 29.07%; Agency Housing: 0% and Programs: 24.60%.

Permission to maintain \$16,000 credit limit on new Chase cards when issued for the department was presented for approval. Alan Ruffles stated parent committee is all that is needed for this and parent committee vote can change this at any time in the future as needed. Representative Brockway motioned to approve. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

The 2022 Budget is currently being prepared and a very preliminary budget will be entered into MUNIS, the County's new budget software system, by June 30, 2021. The department will be presenting the 2022 Budget in two parts starting at the August HSC 2021 meeting and ending at the September HSC 2021 meeting.

## **PERSONNEL**

The following non-mandated trainings were presented for approval with results as follows: 20 DSS staff to attend *NYPWA Summer Conference* virtually July 19<sup>th</sup> through July 29<sup>th</sup> at an estimated total cost not to exceed \$2,600 and one foster parent to attend *GPSII/MAPP Leader Training Certification* July 6<sup>th</sup> – July 9<sup>th</sup> at estimated cost not to exceed \$126. Representative Oliver motioned to approve. Representative Basile seconded the motion. Total: 2,036; ayes: 2,036; motion carried.

### Vacancies

Permission to fill vacant funded Account Clerk Typist #5: Grade 7A effective July 7, 2021 was presented for approval. Representative Frazier motioned to approve. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Permission to fill vacant funded Social Welfare Examiners #10, #6, & #17 – Grade 8K effective July 7, 2021 was presented for approval. Representative Basile motioned to approve. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Permission to fill vacant funded Caseworker #6: Grade 14X effective July 7, 2021 was presented for approval. Representative Frazier motioned to approve. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Permission to fill vacant funded Case Supervisor Grade B #2: Grade 18P effective July 7, 2021 was presented for approval. Representative Basile motioned to approve. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Permission to extend temporary Caseworker through October 18, 2021 was presented Main for approval. Representative Brockway motioned to approve. Representative Basile seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

Create, fund and fill Clerk #23 Grade 5C was presented for approval. Representative Basile motioned to approve. Representative Oliver seconded the motion. Total: 2,036; Ayes: 2,036; motion carried.

## **OTHER**

Commissioner Bouboulis scheduled Foster Care/Child Welfare Part 2 training for committee members to be held via zoom on July 13, 2021 at 9:00 am.

Related to the one foster parent whom the committee approved training for earlier in the meeting. The department will be setting up a Memorandum of Understanding (MOU) for this individual to run MAPP trainings for future foster parents and manage the reestablishment of our foster parent association. They use to meet monthly. This MOU will be approximately \$1,000.

## **2021 GOALS**

### 1. Personnel

- Commissioner Bouboulis informed the committee that the 4<sup>th</sup> design team meeting is tomorrow. Principal Examiner meetings are continuing. At the July meeting Senior Examiner staff will be included to get input regarding turnover, moral, and other needs.
- Representative Martini asked how many DSS staff are currently teleworking. Commissioner Bouboulis stated that Income Maintenance (IM) no longer telework. They only had one as a trial to train on a laptop in case there was a future need. The Grade B Supervisors have been brought back in the office fulltime. The remaining teleworking staff are as follows: Senior Caseworkers continue to work in the office every other week and some accounting staff are still rotating every other day.
- Representative Frazier inquired about the utilization of the ordered laptops computers. Commissioner Bouboulis stated yes, child welfare staff continuously use them. IM staff still need some work learning laptops, but now they have Wi-Fi at the Meadows. Also the laptops are being used for IM staff co-located at 242 Main in Oneonta.

### 2. Housing

- We did not need to utilize the temporary Director of Planning asked for last month as they now have a fulltime experienced director.
- Two more tiny homes are being delivered today and they are working on getting them on the pads.
- The Planning Department emailed the Commissioner about a potential grant, if they allow finishing the other two houses to be considered as new construction then we will try for this grant. Representative Brockway stated it seems if they are

still under construction and have not been occupied yet they should be considered new construction one would think.

3. Child Welfare

- Director Waters will forward updated statistics when she is able. CPS hotline calls and cases are not slowing down.

4. 242 Main Street

- The Employment unit will be covering the Meadows and 242 Main. They are currently updating scheduling to have more stable coverage and be able to see each other in person at times.
- Faxes, phones, and copiers are still an issue as we currently are borrowing and using other department's equipment which is not efficient.
- DMV space still needs to be discussed with new Building Maintenance Director.
- Parking will be a continuous issue for staff and the public

Commissioner Bouboulis spoke about space for records briefly with Building Services Director today while touring the 3<sup>rd</sup> floor. Case records are starting to overwhelm space throughout the 3<sup>rd</sup> floor at 197 Main St. Commissioner Bouboulis stated Garth informed her that there had been discussion at his committee about reducing and/or removing records from the old jail and he is looking for space at the Meadows. Commissioner Bouboulis will be asking for racks to properly store records for organized access in the future. Representative Frazier stated that in Public Works Committee the subject was discussed because of upcoming filming of Eva Coe movie in the old jail and moving the records would be temporary.

Representative Frazier stated he remembered in the past they had approved security at 2 doors at 242 Main in Oneonta. Commissioner Bouboulis stated prior to the pandemic we were going to have 5 posts by the Sheriff's department, three at 242 and two at the Meadows. Ed Frazier agreed and asked when this would be happening because received a complaint from an elderly gentleman who parked below the building and the rear entrance was closed. The man had to then walk around with his walker to access the Main Street entrance. Commissioner Bouboulis stated when the pandemic hit Chairman Bliss asked that all doors be closed except for Main St. entrance and an emergency contract to be made with a provider that could provide security and ask the Covid questions. When and if the spending freeze is lifted that contractor will likely be willing to add another post if we would like to do that. Prior we were going to add magnetometer and a wand and do renovations to the old DMV area to accommodate that equipment. Representative Frazier stated we are probably to the point where we can consider opening some other doors. He will be contacting Garth Brown in Building Services to ask to meet at 242 to look at a few things. Commissioner Bouboulis reminded the committee

that IT Department needs to be kept in the loop because we also need a monitor and equipment that views cameras.

Representative Oliver motioned to adjourn. Representative Frazier seconded the motion. Total: 2,036; Ayes: 2,036; motion carried. Meeting adjourned at 1:47 p.m.